

[Your Name]
[Your Company]
[Your Phone Number]
[Your Email]

[Date]

[Receiving Agent Name]
[Receiving Brokerage Name]
[City, State, Zip]

RE: Buyer Referral - [Client Name]

Dear [Receiving Agent Name],

I am writing to formally refer my clients, [Client Name(s)], to you. They are currently planning an out-of-state relocation from [Current City/State] to [Your City/State] and are looking to purchase a new home.

They are looking for the following in their new property:

- Price Range: [Price Range]
- Number of Bedrooms/Bathrooms: [Specifications]
- Preferred Neighborhoods: [Neighborhoods]
- Timeline: [Move-in Date]

I have chosen to refer them to you because of your expertise in the [Area Name] market. Please let me know if you are available to assist them. Once confirmed, I will send over the formal referral agreement for your signature.

As per our standard agreement, I am requesting a [Percentage]% referral fee of the commission earned on the buy-side of the transaction, payable at the close of escrow.

Thank you for taking great care of my clients. I look forward to working with you.

Sincerely,

[Your Signature]
[Your Printed Name]